



Developing design solutions, adapting measurement systems, certifying for aviation: *enviscope* sets milestones in the field of airborne atmospheric research. For more than 30 years, we have been supporting our customers in the field of research (universities, research centres, major research institutions of national and international renown) to efficiently implement environmental and climate research.

Let's contribute to atmospheric research together, to understand climate change!

We are looking for **you** – to join our team in **Frankfurt-Rödelheim** – from the earliest possible date:

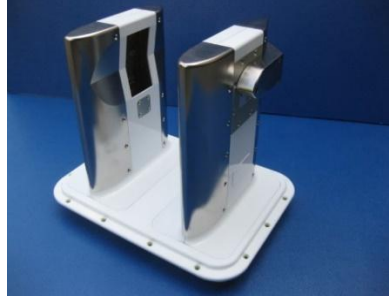
Clerk / Commercial Employee (m/f/d) Office Management

Your job: As an all-round talent, you will support by ensuring smooth day-to-day office operations.

- **Project support & administrative Tasks**
 - Ordering, incoming goods inspection and shipping (domestic and international)
 - Assisting with project overviews, offers, and approval documentation
 - Maintaining a central document management system
- **Quality Management**
 - Supporting the maintenance of our database
 - Documentation for compliance with aviation regulatory standards
- **Office and organization**
 - General office management and customer support
 - Event organization
 - Preparing accounting documents and travel expense reports

Your profile: Commercial employee with professional experience

- Ideally, you will have the following:
 - Completed commercial education (industrial clerk, office clerk, wholesale and foreign trade clerk) or business studies degree
 - Several years of experience in office or administrative roles
 - Confident handling of MS Office, and ideally experience with shipping & quality management
 - Fluency in German and good English skills (spoken and written)
 - Enjoy working in a team
 - An independent and structured approach to work with an eye for detail
 - Flexibility for changing fields of work



Our offer to you: Join our interdisciplinary team and enjoy a friendly atmosphere

- **Appreciation and team spirit:** Attractive salary, free drinks, team events such as barbecues and Christmas parties
- **Work-life balance:** 30 days annual leave, family-friendly policies.
- **Stability:** Join a crisis-proof company with long-term prospects
- **Development:** Training and individual development opportunities
- **Taking responsibility:** For your own projects
- **Organization:** Active participation in shaping internal workflows and processes in a flat hierarchy
- **Health promotion:** Consideration of individual preferences, e.g. job bike leasing

Have we raised your interest?

Then we look forward to receiving your detailed and complete application documents. Please send us your motivation letter, CV and relevant references, stating your salary expectations and your earliest possible starting date to: bewerbung@enviscope.de. Please note that we can only consider complete application documents.

Do you have any questions? Let us know!

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